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MCO 5100.30A
SD
30 Oct 01

MARINE CORPS ORDER 5100.30A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS OFF-DUTY AND RECREATION SAFETY PROGRAM

Ref: (a) MCO 5100.29
(b) MCO P5100.8F
(c) MCO P5102.1A
(d) MCO 5100.19E
(e) MCO P1000.10
(f) MCO P5090.2A
(g) NAVMED P-5010-4, (NOTAL)
(h) MCO P1700.27A
(i) MCO P1700.29
(j) MCO P1710.30D
(k) Memorandum, DoD Physical Fitness Center Standards, (NOTAL)
(l) Consumer Product Safety Commission, Handbook for Public Playground Safety
(m) MCO 6200.1D
(n) MCO 3500.27A

Encl: (1) Marine Corps Off-Duty and Recreation Safety Program Minimum Requirements
(2) Definition of Terms
(3) Sample for Local Written Program
(4) Off-Duty Operational Risk Management Applications Guidance
(5) Children, Youth and Teen Programs (MRY) Safety Inspection Guidance

1. Situation. This Order promulgates the policy and establishes procedures to eliminate or minimize the probability of mishaps occurring during an off-duty and/or recreation safety program. It covers the prevention of mishaps during various off-duty and recreational activities by Marine Corps personnel. In addition this Order and references (a) through (n) provide guidance for safety oversight of Marine Corps Community Services (MCCS) Programs.

Distribution Statement A: Approved for public release, distribution is unlimited.

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2. Cancellation. MCO 5100.30.

3. Mission. Commanders at all levels are responsible for the planning and execution of command sponsored and Marine Corps Community Services (MCCS) sponsored off-duty and recreational programs and activities that incorporate risk management to lower the risk presented by off-duty and recreational opportunities, per reference (n).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is applicable to all Marine Corps commands responsible for the oversight, administration, or conduct of off-duty and recreational activities and facilities. It is also applicable to children, youth and teen programs. It shall meet the requirements of references (a) through (n) as applicable. In addition, safety training, the need for standard operating procedures (SOPs), and mishap reporting and investigation requirements for all mishaps shall be in accordance with references (b) and (c) and the guidance provided in enclosure (1) of this order.

(b) Commanders/Officers in Charge (OIC) will implement this Order including the requirements of references (a) through (n) as applicable. Local policies and orders may be implemented when those policies are of equal or more stringent guidance.

(c) All Marines will be encouraged through aggressive command programs to use risk management for all off-duty activities.

(d) Enclosure (2) provides definitions of terms used in this Order.

(2) Concept of Operations

(a) Inspect and evaluate all activities and facilities to provide the greatest degree of inherent safety within the facility and the lowest degree of risk during the operation of the program.

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(b) Assess the hazards and risks presented by the activity or facility, determine controls and implement controls.

(c) Ensure safety requirements are embedded in the operating procedures, and training includes the controls to minimize mishaps or to halt the activity or operation when unsafe conditions exist.

(d) Provide training to personnel that is conducted in accordance with an approved curricula. Include basic safety training for the activity or evolution to be conducted and specific safety training for use of a tool or for an evolution presenting specific hazards.

b. Subordinate Element Missions

(1) Director, Safety Division. Administer the requirements and ensure the accuracy, modification and distribution of this Order. CMC (SD) will also provide guidance for developing local policy upon request. Comparable local forms and procedures may be adopted in lieu of the forms and procedures provided in this Order.

(2) Director, Personal and Family Readiness Division (MR)

(a) Shall ensure that the requirements of the references applicable to the MCCA programs are met.

(b) Shall be consulted for MCCA-related safety matters.

(3) Commanding Generals/Commanding Officers

(a) Shall ensure an off-duty and recreation safety policy has been established that incorporates all activities and units under their control. Guidance is provided at enclosure (1) and (3).

(b) Shall ensure that this Order covers all Marine Corps activities, including nonappropriated fund activities and operations that are under the sponsorship of the unit special services officer or the MCCA Director for the purposes of

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morale, welfare and recreation. It shall also cover activities that are involved in the acquisition, operation, sponsorship or maintenance of recreational facilities, activities, and programs, for the design, maintenance, or control of these.

(c) Shall ensure that Operational Risk Management (ORM) training includes an applications portion addressing off-duty activities. Enclosure (4) provides guidance.

(d) Shall ensure that Installation MCCA Directors are responsible for their respective safety programs and that the Installation Safety Office provides oversight to these programs.

(e) Shall ensure that playgrounds aboard the installation receive an annual safety inspection that meets the minimum requirements of reference (1).

(f) Shall ensure that the requirements of enclosure (1) are met.

(4) Installation Safety Office

(a) Shall provide oversight of the inspections of the MCCA worksites in accordance with reference (b).

(b) Shall be consulted when a hazard is perceived as serious. The installation safety office shall assign Risk Assessment Codes (RAC) as appropriate. RAC of 1 or 2 require immediate attention and shall be brought to the attention of the activity/facility director as soon as possible. Posting of deficiency notices shall be in accordance with Chapter 7 of reference (b). Identified deficiencies will be noted in work order logs with dates of submission. These deficiencies will be reviewed during safety inspections. Outstanding items will be noted on the inspection report.

(c) The installation safety office will provide official safety policy regarding safety issues after consultation with CMC, (SD).

(d) The installation safety office shall provide inspections of the MCCA operated children, youth and teen programs and facilities as required by reference (j), paragraph

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2003. This shall include review of the monthly inspections conducted by safety trained MCCA personnel. The inspections conducted by the installation safety office of space for child care shall include all OSHA safety requirements as well as the requirements of enclosure (5) and reference (j). Each family child care (FCC) provider home will receive one inspection per year by the installation safety office or as designated by the commander. This will either be the initial safety inspection or the annual follow-up safety inspection. Additionally, 10% of these FCC homes should be inspected during the multi-disciplinary inspection.

c. Coordinating Instructions

(1) Comply with the intent of the enclosures and content of this Order.

(2) Ensure that the Off-duty Safety Program reflects command presence and leadership initiatives.

(3) Provide adequate staff and budget to administer this program. When the command is present as a tenant aboard an installation, the installation command shall accomplish this mission and the tenant will be in compliance with the installation order. The tenant may develop its own policy as long as that policy meets or exceeds the installation policy. This policy shall address the requirements outlined in enclosure (1) as applicable.

(4) Off-duty application of Operational Risk Management should be given at least once annually to every Marine. Reference (n) and enclosure (4) provide guidance.

(5) If required, personnel shall complete a proficiency evaluation prior to participation. For example, rental and use of a MCCA boat requires proof of a safe boating course. See enclosure (1) for additional guidance.

(6) High-risk activities, as outlined in reference (i) paragraph 5003, shall require the development of an SOP that addresses the high-risk and controls to be implemented for that activity.

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(7) Installation MCCA Directors will be consulted when addressing MCCA-related safety matters. The MR Director for the command shall ensure programs are operated as safely as possible. The policy, procedures and guidance for each operation shall meet the requirements of this Order, references (a) through (n), command requirements, and shall conform with state and local laws.

(8) Children, Youth and Teen Programs (MRY) provide a wide variety of support to the Marine family. This Order and the references and enclosures shall apply as applicable.

(9) Submit all recommendations concerning this Order to CMC (SD) via the appropriate chain of command.

(10) Records will be maintained and retained in accordance with references (b) and (c).

5. Administration and Logistics

a. Collateral Duty Safety Personnel (if assigned)

(1) The unit safety program shall be administered by the collateral duty safety designee. The unit commander will ensure that adequate staff and budget is provided to conduct this program.

(2) This safety program shall meet the requirements of enclosure (1).


b. Director, Personal and Family Readiness Division (MR). Director, MR is the Program Sponsor for MCCA, which represents the primary organization responsible for providing off-duty and recreation activities, programs and facilities. Children, Youth, and Teen Programs are also a part of MCCA. As such, the Director (MR) will promulgate policy associated with the safe operation of MCCA.

6. Command and Signal

a. Signal. This Order is effective the date signed. Prior to implementation of this policy, activities must, where applicable, discharge their labor relation's obligations. Assistance and guidance may be obtained from CMC (MPO-37).

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b. Command. This Order is applicable to the Marine Corps
Total Force.


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Assistant Commandant
of the Marine Corps

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MARINE CORPS OFF-DUTY AND RECREATION SAFETY PROGRAM MINIMUM
REQUIREMENTS

1. Responsibilities

a. Commanding Generals/Commanding Officers shall ensure that the responsibilities outlined below are accomplished.

b. Installation safety managers shall be responsible for implementing the prescribed safety standards and shall incorporate the Off-Duty and Recreation Safety Program requirements into existing activities, programs and facilities where appropriate. These requirements include, at a minimum, the following:

(1) Routinely distribute safety awareness information. This information may include the following: home safety, operational risk management (ORM), Consumer Product Safety Commission (CPSC) Publications, Coast Guard Consumer Fact Sheets, National Safety Council Bulletins and other safety information. This information is available at both the Naval Safety Center's web site www.safetycenter.navy.mil and CMC (SD)'s web site www.hqmc.usmc.mil/safety.nsf/.

(2) Ensure safety and health inspections of recreational activities, to include facilities and equipment, are conducted at least annually in accordance with reference (b), Chapter 7. Inspection criteria identified in reference (g) will be used for swimming pools and waterfront areas. For other recreational facilities, MCCS directives will be cited where applicable. In cases where no Marine Corps Orders are available, Federal OSHA standards and consensus standards will be used. Children, Youth and Teen Programs will be inspected as required by reference (j) using enclosure (5) of this Order for monthly and multi-disciplinary inspections conducted by MCCS personnel.

(3) Ensure the safety and health inspection reports are reviewed and appropriate written responses are returned to the Inspection Office within 30 days. These will include annotations for each item, providing the correction date and how corrected. See reference (b), Chapter 7.

(4) Ensure Risk Assessment Codes (RAC) are assigned for all safety deficiencies IAW reference (b), Chapter 7. Add deficiencies, with a RAC of 1, 2 or 3, not permanently corrected

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within 30 days to the Hazard Abatement Log. Post a notice of unsafe unhealthful working conditions (NAVMC 11400, OSH Deficiency Notice) in the affected workplace to warn personnel of the hazards.

(5) Ensure a written report is provided to the official in charge of the inspected facility no later than 15 working days after the inspection (reference (b), paragraph 7004).

(6) Ensure those deficiencies, which are not corrected within 30 days, are tracked until corrected. Ensure a Hazard Abatement Log is maintained (reference (b), paragraph 7008).

(7) Ensure follow-up inspections are conducted to verify corrections have been made and action taken is documented in Section B of NAVMC 11400 (reference (b), paragraph 7003) or an equivalent computerized form.

(8) Ensure daily incident logs in each MCCA activity are reviewed during the inspection, incident logs are defined in enclosure (2). Ensure assistance is provided in developing countermeasures.

(9) Ensure training records are reviewed during inspections to ensure personnel and patrons receive recreation, athletics and other off-duty safety training as appropriate.

(10) Ensure SOPs for hazard communication programs and training programs developed by the activity/facility are reviewed annually and when significant program or facility changes are completed.

(11) Ensure checklists used by collateral duty safety officers are reviewed by an occupational safety and health professional. All checklist items shall be helpful reminders of mandatory requirements. Commander, Naval Safety Center (Code 42) has checklists available for this purpose at www.safetycenter.navy.mil.

(12) Ensure plans for proposed construction or change to facilities and/or activities for safety, health and environmental considerations are reviewed at the initial, mid and final stages of the proposed changes.

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(13) Ensure investigations and reporting of injuries and deaths of military and civilian personnel and dependents are in accordance with reference (c). Record all mishaps (regardless of classification) in the Mishap Log. For all mishaps, an investigation shall be conducted. A trained mishap investigator shall conduct this investigation in accordance with reference (c). When a mishap occurs within a MCCS facility, a copy of this report shall be furnished to MCCS for review and any action as required. For all class A and B mishaps that are off-duty and on base, the investigation shall be accomplished by a Safety Investigation Board (SIB) appointed by the first general officer in the reporting chain of command. A safety investigation report (SAFEREP) shall be generated as appropriate per reference (c). Off-duty, on base shall require SAFEREP parts A and B. Off-duty and off base shall not require a SIB be convened unless the command so directs. This type of mishap will be reported by a SAFEREP Part A, paragraphs 1-6, 9 and 11-13 via naval message.

c. Collateral Duty Safety (small military unit off-duty and recreation safety program) shall be administered by the collateral duty safety designee. The unit commander will ensure that sufficient personnel are assigned for collateral duty, adequate time is spent by the collateral duty personnel for management of the program and sufficient funding is provided for this program.

(1) The installation safety office provides training for collateral duty personnel and will advise the unit of the program requirements for which the unit safety program has responsibility.

(2) The installation off-duty and recreation safety program may be adopted without input; however, the unit shall ensure that any unit developed guidance will be in writing.

(3) Training conducted shall be documented in accordance with reference (b).

(4) Safety off-duty and recreational briefings shall be conducted and documented. These briefings shall meet the safety themes as directed by CMC (SD), the installation commander, and the unit commander.

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(5) As appropriate, requirements for any unit sponsored activity shall be developed and provided to participants. The policy shall reflect the references and guidance contained in enclosure (1).

(6) The installation safety office shall be contacted for assistance as required.

d. Installation MCCA Directors shall ensure the following items are accomplished in accordance with this Order and appropriate MCCA policy.

(1) Provide recreational and athletic safety information to department and tenant command safety representatives as applicable. (Include notification of National and State Parks and Recreation Association meetings and training.)

(2) In accordance with MCCA policy, each MCCA area/facility develops and publishes the minimum safety requirements for use of the facility and/or equipment. The facility supervisor or his designee shall provide safety training to patrons as appropriate. Safety requirements shall be posted/displayed in appropriate locations. Only patrons with the required safety training will be permitted use of the area/activity. The area/activity facility supervisor will develop a process for enforcing the training requirement. Written training records will be maintained for at least 5 years, but may be maintained in one continuous log with divisions for various years. To help determine the qualification of patrons using auto shops, wood shops, and various watercraft, objective verbal, written and/or skills tests have been developed by the Commander, Naval Safety Center (Code 42). These guides are not mandatory but are recommended. They are available on the Naval Safety Center website at www.safetycenter.navy.mil. The guides should be modified for local use incorporating local and/or state requirements. Ensure that emphasis is placed on safety precautions, proper use of equipment guards, the wearing of personal protective equipment, and proper use of equipment when a guard is removed for special tooling.

(3) A written emergency plan that includes medical, fire and other evacuation emergencies is developed. The plan shall include emergency phone numbers, responsibilities and any other pertinent information/training. All personnel will be provided this information/training.

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(4) All occupational safety and health training is documented in accordance with local and federal requirements. Coordinate with installation safety for requirements.

(5) Nonappropriated fund activities provide and enforce the use of personal protective equipment for patrons participating in recreational and athletic activities as appropriate.

(6) Each MCCA facility or activity safety representative conducts regularly scheduled safety inspections.

(7) All MCCA activities maintain a daily incident log that includes mishap incidents, work order items, and repairs conducted in house at a minimum. Enclosure (2) provides additional guidance.

(8) Ensure local Navy Medical Department Industrial Hygienist (IH), or other competent IH, has conducted a comprehensive baseline IH survey, and, when required, periodic IH surveys are conducted to determine employee exposure to workplace hazards. The IH shall also recommend appropriate medical surveillance.

(9) Ensure MCCA representative(s) attend the installation Safety Council meetings.

(10) Ensure the immediate supervisor initially investigates all mishaps to determine the cause of the mishap and take steps to prevent recurrence. The supervisor shall receive mishap reporting and investigation training. The installation safety office shall approve this training; they may also provide the training. Mishap reports generated by MCCA are reviewed by the MCCA activity director or his designee prior to forwarding to the installation safety office. Review shall not delay prompt reporting of mishaps to the installation safety office. A copy of the serious incident report generated by any MCCA activity will be immediately provided to CMC (MRG). Mishap reporting shall reflect CMC (SD) and CMC (MR) policy.

2. Guidance for establishing local policy and programs

a. Safety Councils

(1) Safety Councils shall have at least one representative from MCCA. The local MCCA authority shall establish an internal safety committee.

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(2) Tenant activities shall appoint an individual to attend regional or installation Safety Council meetings.

(3) Issues identified by MCCA unit coordinators shall be made available to the Safety Councils. Safety Council agenda items shall include issues that impact off-duty and recreational safety programs. The purpose of these Council meetings is to disseminate information, analyze mishaps, identify hazardous facilities, and work with local officials to resolve problems of mutual concern.

b. Hazardous Chemicals

(1) For all areas using hazardous chemicals, a specific written hazard communication program will be developed by the activity and reviewed by the local Safety Office. A written training program will be developed to provide employees knowledge of hazards to which they are exposed, standard operating procedures and any specific safeguards or personal protective equipment (PPE) required. MCCA patrons using hazardous chemicals (e.g., spray painting booths) shall also receive an initial safety orientation from the facility staff. The basic requirements are outlined in reference (b), Chapter 18. The installation safety office shall provide assistance in developing an appropriate program.

(2) For all areas creating hazardous chemical waste, a written hazardous waste handling and disposal program will be developed by the activity in accordance with reference (f) and reviewed by the local hazardous waste authority. All training will be documented in accordance with local and federal requirements. Appropriate hazard signs will be posted for employee and patron information as appropriate. PPE will be provided as needed.

c. Workplace Safety and Health Training. A workplace safety and health training program will be developed for each area/activity to provide employees and patrons knowledge of hazards to which they may be exposed, standard operating procedures, and any specific safeguards or PPE required. This training shall consider the requirements of reference (b).

d. High Risk Activities. Reference (i), paragraph 5003, High Risk Activities lists the functions or events that will not

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be included in MCCA programs, sponsored by MCCA activities, or offered by commercial sponsorship on Marine Corps installations or offered by MCCA activities. In addition to this guidance, commanders may include local requirements such as proof of training and liability insurance of facilities providing high-risk activities prior to endorsement of a Marine taking part in that high-risk activity.

e. Bloodborne Pathogens (BBP). MCCA personnel at risk from bloodborne pathogens include workers involved in maintenance or housekeeping and first aid providers, including Children, Youth and Teen Program employees, facility managers and coaches. Since these personnel are likely to be exposed to blood or other infectious body fluids, they shall be instructed in the principles of "Universal Precaution," a concept that states that all human blood and certain human body fluids are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B and C virus (HBV and HCV), and other bloodborne pathogens. Also instruction shall be given in all required OSHA topics as applicable. Commands shall consult local medical treatment facilities when developing exposure control plans and approved training for covered personnel that directly support their activities. Occupationally exposed personnel, as determined by the responsible IH, will be included in a medical surveillance program and provided appropriate training. Reference (b), Chapter 21 provides additional guidance.

f. Documentation of Training. All training will be documented in accordance with reference (b) and local and federal requirements. Training records will be maintained for 5 years. These may be maintained in one continuous log with divisions for various years.

g. Hazard Reports. An inherent unsafe act or condition, such as a flaw in the design, manufacture or use of a piece of equipment, shall be identified by means of a hazard report so that other commands with the same or similar equipment or operations are notified. Reference (c), Chapter 5 provides guidance.

h. Jogging and Physical Training. Local policy shall address the appropriate use of roadways, hours of darkness and installation, command and/or unit requirements. These

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requirements shall include reflective vest, belt, light colored clothing and need to wear or carry identification while jogging or doing PT. Reference (d) provides additional guidance. Address inclement weather conditions to include flag conditions. All hot weather physical training or jogging shall be conducted in accordance with reference (m). Provide guidance regarding jogging routes. Encourage personnel to notify others of route taken and expected return time.

i. Bicycle Safety. Local policy shall address the minimum personal protective gear required. It shall also address the appropriate use of bicycles and which roadways or other areas are authorized for bicycle use. Address the hours of darkness and specific requirements, e.g., reflective vest, belt, light colored clothing. Bicycle helmets shall be required. Reference (d) provides guidance. Local policy should also address road and mountain biking as appropriate.

j. Skates, Skateboards and Scooters (Non-motorized and Motorized)

(1) Local policy shall address the minimum personal protective gear required. This will address head, limb and specific body part protection required. For example, the use of scooters will require helmets and may also require shin, elbow and other impact absorbing pads. The policy shall be in accordance with reference (d) and safety-of-use guidance provided by the Consumer Product Safety Commission or guidance provided by a national sports association or organization. Area restrictions, e.g., specified locations for use, will be addressed.

(2) In-Line and Ice Skate Hockey. Two websites have been identified as providing good information:
<http://www.usahockey.com/links/links.htm> and <http://www.iisa.org>.

(3) Leagues sponsored by MCCA shall require protective equipment and shall follow guidance that is in accordance with the recommendations of the association governing the league. MCCA shall provide this equipment at no or lowest possible cost to the Marine.

(4) The Consumer Product Safety Commission website provides not only safety guidance but also has injury data at <http://www.cpsc.gov>.

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k. Baseball, Softball and Tee Ball. This local policy will address required personal protective equipment. The following will be required as a minimum for all youth programs: batting helmets with face guards and softer than standard balls for tee ball. Acceptable safety bases may be of safety release, collapsible or double base variety. The local policy may be developed by the director of the sport or activity and approved by the MCCA Sport Director. Final approval shall be given by the installation safety office. These policies when approved shall be included in Youth Sports SOPs.

l. Watercraft and Personal Water Craft (PWC). Local policy shall be established for the use of all watercraft rented by MCCA and PWC, e.g., water scooters, jet skis, and wave runners. The policy shall address local testing requirements to verify the user's knowledge of safe boating and operation of the watercraft. Testing will address issues such as right-of-way, knowledge of navigation markers, safety cut-off switches and maneuvering. Each Marine Corps location having PWC shall develop an appropriate SOP for safe watercraft use. All state and local statutes shall apply. Governing devices controlling speed of vehicle may be used on rental equipment.

(1) In accordance with the recommendations by the PWC industry, it shall be required that all passengers of PWC wear a personal flotation device (PFD) while riding. All passengers of any MCCA watercraft under 16 feet shall wear a PFD while aboard. Regardless of size of vessel, all passengers will be provided a PFD. The use of a PFD is encouraged at all times; age restrictions may be given. State statutes may provide other requirements. States may address the minimum age for operation. Note: PFD Type I provides the best protection. Make available to all users of Marine Corps owned and rented PWC, safety operational information as provided by the Personal Watercraft Industry Association, 1819 L. Street, NW, Suite 700, Washington, DC 20036 (1-202-721-1621) Website: www.pwia.org/SetSafe.htm.

(2) Safety training for the use of Marine Corps owned watercraft and PWC is required. All local training will be based upon the guidance of the Personal Watercraft Industry Association or as approved by the Coast Guard or U.S. Power Squadrons. Proof of local training shall be provided to the participant upon request. A log of training provided shall be

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maintained. This log shall provide the name, date and type of training provided. These organizations and links are provided: U.S. Coast Guard <http://www.uscg.org>. The Coast Guard Auxiliary is the civilian volunteer arm of the United States Coast Guard at <http://www.cgaux.org/>.

(3) The United States Power Squadrons provide free boating safety training at <http://www.usps.org/>. The National Association of State Boating Law Administrators provides all state laws for boating at <http://www.nasbla.org/>. In addition, the Army Corps of Engineers and the American Red Cross provide water safety training.

m. Water Sports and Swimming. Local policy shall provide for the minimum safety requirements for any activity that involves being in or around water. This guidance shall include the requirements of reference (g) as well as the items below:

(1) In accordance with MCCC guidance, all MCCC pools shall post the following pool regulation: **"Breath-holding or the practice of hyperventilation is strictly prohibited while in the pool."** All pool managers and lifeguards should understand that any underwater endurance training shall not be allowed in the pool. Shallow water blackout may result from the practice of breath holding or hyperventilation. It can cause the level of oxygen in the blood to fall dangerously low. The lack of oxygen can cause sudden loss of consciousness and death from drowning.

(2) Rescue (life-saving) equipment will be maintained in clean and ready to use condition. Lifeguards shall be trained in the use of any equipment present. Documentation shall be maintained for that training.

(3) Lifeguard scanning techniques shall be a part of the required training for all pool personnel who serve as lifeguards.

(4) The placement of lifeguards (whether in elevated chair or not) shall be so that:

(a) Lifeguard is not distracted by patrons.

(b) Lifeguard has no sight obstructions or glare.

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(c) Lifeguard is able to respond quickly to distressed patron.

(d) Lifeguard is able to see all patrons and to scan areas.

(e) Recommend elevated lifeguard stands be present at beaches and larger pools.

(5) High-risk guests shall be identified, i.e., children between ages of 7-12 years, parents with small children, intoxicated, overweight or clearly inexperienced swimmers. The training provided to lifeguards shall include how to best identify and safeguard these patrons. When Children, Youth, and Teen Programs are using the pool as part of their programs, the required age group adult/child ratios stated in reference (j) will be maintained, in addition to the regular lifeguard requirements.

(6) Lifeguard signals shall be established and posted to assure that discipline and aquatic emergencies are fully understood by lifeguards and patrons. The lifeguard signals and their meanings, safety rules, and sanitation rules shall be posted near the entrance of the pool and as needed near the lifeguard stations.

(7) Lifeguards will maintain a written record of training, practice drills and periodic skill practices.

n. Saunas. Develop a local policy that addresses the following: Safety precautions, health restrictions, time limitations, and any other specific criteria to assure the safety of patrons. MCCA policy provides for use of sauna by age 17 and up. Restrictions will include minimum and maximum age restrictions. List health conditions for which saunas are not recommended, e.g., pregnancy or heart conditions. Time limitations shall be specific and a clock shall be visible. An audible timer may be used in the sauna in addition to the visible clock. The clock need not be visible in the sauna if it is visible from all areas of the interior of the sauna through the glass in the door. The sauna will be checked by a member of the staff on a regular schedule during hours of operation. Operational instructions shall be posted. Use of water or any oil on the interior heating rocks is prohibited and shall be posted. POC for repair or assistance in the operation of the sauna shall be posted.

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o. Snowmobiles. Where applicable, local policy and an appropriate SOP for the safe use of all Marine Corps owned snowmobiles shall be developed. Safety operational information, as provided by the International Snowmobile Manufacturers Association, 271 Woodland Pass, Suite 220, East Lansing, MI 48823 (517-332-1760) should be made available. Training shall be required prior to use of the vehicles. All local training and requirements for PPE shall be based upon the guidance of the snowmobile industry. These websites provide information:
<http://www.safety-council.org/training/snow/snowmo.htm>
<http://www.ilsnowmobile.com/safety.htm>
<http://www.mtsnow.org> and <http://www.cpssc.gov>.

p. Off-Road Use of Motorized Cycles and All-Terrain Vehicles (ATVs). Local policy shall be developed regarding off- road use of motorized cycles and ATVs aboard Marine Corps property. All operators must successfully complete a rider or operator course prior to operation on any DoD installation. Safety training must also be completed by all active duty Marines operating motorcycles whether on or off base under reference (d). Passengers are prohibited on ATVs and off-road motorized cycles. This website provides safety info: <http://www.foremost.com>.

q. All Other Sports/Activities. The unit or installation in cooperation with the local MCCS and installation safety office shall develop local policy. If available, industry standards and association guidelines shall be used.

r. Use of Alcohol. Local policy shall be established in accordance with reference (e) and the local Substance Abuse Counseling Center. Command sponsored or other off-duty group recreational activities not covered under the overall policy will request local MCCS, Safety and Substance Abuse Counseling Center review during the planning stage. Reference (e) directs the following: Marines will not be encouraged to consume alcoholic beverages. Commanders shall institute policies that support the responsible use of alcohol. All activities will offer suitable non-alcoholic beverages in addition to alcoholic beverages. Food will be available if alcoholic beverages are provided. Alcoholic beverages will not be offered as prizes. Commands will ensure that alcoholic beverages are not served/sold to Marines or guests in violation of state, or

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county laws. Events serving alcoholic beverages will provide alternative means of transportation following the event, e.g., free transportation or designated drivers. All recreation activity personnel shall receive alcohol intervention training. Each activity shall actively support the Marine Corps substance abuse policy and goals.

s. Age and/or Health Restrictions. Off-duty and recreational activities may be made available to military personnel, retired or active duty, their family members, and to DoD civilians. Use of weight lifting or other equipment may require training. Personnel with physical limitations, either temporary or permanent, may require individual trainer attention and physician's permission. The following age restrictions apply:

(1) Accessibility to Fitness Centers. Due to the inherent risks and dangers of unsupervised use of fitness facilities, no one under the age of 10 is allowed in the fitness center unless they are participating in a program specifically for children under this age, are spectators in an organized athletic/special event, or are under the direct supervision of an adult 18 years of age or older. All patrons 10 years of age or older shall have a valid ID card. Youth aged 12-15 shall have access provided they receive an orientation and instruction by a certified instructor and only with direct supervision of an adult/legal guardian. Self-directed use of the facility is authorized at age 16 provided a certified trainer provides an orientation and instruction. Reference (i), paragraph 2007 provides additional guidance.

(2) The local Commanders may upon review increase the age restrictions when appropriate. Command policies shall reflect guidance as provided from HQMC and local medical services.

t. Requirements for Participation. Local requirements shall be developed and written for any command-sponsored activity, by the command level directly responsible for the activity, e.g., MCCS, base, group, division, squadron, battalion. This policy shall reflect guidance issued by the CMC(SD) and/or CMC(MR). All state and local statutes shall apply. Guidelines and safety information provided by national associations and organizations concerning the activity or sport may be used.

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u. Personal Protective Equipment (PPE). Nonappropriated fund activities shall provide necessary PPE for personnel and patrons as deemed appropriate, from their own funds, unless provided for in a host-tenant agreement. PPE may include that provided for the eyes, face, head, and extremities. Protective clothing, respirators, and protective shields and barriers may also be required.

v. Playing Fields and Bleachers. MCCA shall provide access to appropriate playing fields and viewing stands or bleachers as appropriate for the activity. Safety inspections of bleachers shall be conducted using the guidance found in National Fire Protection Association (NFPA) 102.

3. References and Publications

a. The following references and publications are suggested for additional information:

| <u>Title</u> | <u>Available From</u> |
|---------------------------------------|--|
| Family Safety & Health Periodical | National Safety Council Publications Marketing Department P.O. Box 558 Itasca, IL 60143- 3201 |
| Safetyline Naval Safety Center | Marine Corps Publications Distribution System, Safetyline PCN is 740000001900 |
| Road & Rec | Air Force Journal of Driving and Recreational Safety http://safety.kirtland.af.mil |
| Countermeasure | Army Ground Accident Report http://safety.army.mil/home.htm |
| Performing in Extreme Environments | Lawrence E. Armstrong, PhD, published date 2000 Human Kinetics, P.O. Box 5076, Champaign, IL 61825-5076 1-800-747-4457 |

(Provides information in regard to the effect of environment on the human body during exercise)

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American College of Sports Medicine's Health/Fitness Facility Standards and Guidelines James A. Peterson, and Stephen H. Tharrett, published date 1997, Human Kinetics, Box 5076, Champaign, IL 61825-5076 1-800-747-4457

(Provides consensus guidelines for many off-duty and recreational activities and facilities)

b. How to Find Associations/Organizations for Developing Policy and Direction. Consider contacting youth and other sports programs in the local area that may follow established guidelines. When considering a sport not established under some type of national guidelines, consider contacting associations or organizations for guidance on the sport or activity of interest. For example, in addition to Marine Corps orders and directives, the American Archery Association and the National Rifle Association both provide information regarding shooting ranges. Many other local organizations (county, state) may also provide information on specific recreation subjects, e.g., state and national parks and recreation associations. CMC (SD) may be contacted for guidance as well.

4. Standard Operating Procedures

a. Written standard operating procedures (SOPs) will be developed by the activity. It will specify required safety procedures, training and PPE items required for participation in the activity. This formalizes the administration of the program by the supervisor and allows ease of oversight by either MCCS or the installation safety office.

b. Where applicable, Occupational Safety and Health Administration (OSHA) Title 29 Code of Federal Regulations, Part 1910 and Part 1926 will be used as the standard. When an OSHA standard doesn't apply, other nationally recognized consensus standards will apply, e.g., National Fire Protection Association (NFPA), American National Standard Institute (ANSI), American Society for Testing and Materials (ASTM).

c. When not aboard a DoD installation, state and local standards shall be followed unless the federal standard is more stringent. Other organization or association rules and regulations will be used when no state, local or federal standard is available.

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d. One part of the SOP should outline the turnover procedures to be implemented upon change of personnel.

e. The SOP can be handwritten, typed or in electronic format. It is a living document that allows the reader to be able to direct the operation of the facility or activity.

5. Safety Briefs. Holiday and extended weekend safety briefs will include off-duty and recreation safety topics. Target seasonal activities and ensure familiarity with off-duty hazards. Include local recreation hazards, special weather conditions, state and local recreational regulations, PPE requirements and the principles of Operational Risk Management (ORM) reference (n). Each brief should include a practical application of ORM for an off-duty or recreational event, activity or evolution, e.g., putting up Christmas lights, day trip to the beach. Enclosure (4) provides guidance.

6. Playground Inspection. Playgrounds within the control of the Marine Corps shall meet the minimum safety requirements as outlined in reference (1). Playgrounds used for Children, Youth and Teen Programs shall meet the requirements of references (j) and (l) and the identified safety checklist at enclosure (5).

7. Gyms, Fitness Center and Work Out Facilities. These facilities shall meet the core requirements of reference (k).

8. Vending Machine Anchoring and Warning Signs. IAW reference (b) and MCCS policy all vending machines in excess of 700 pounds empty and canned drink vending machines (regardless of weight) shall be anchored either to the floor or wall to ensure the machine will not tip over due to misuse or abuse. A warning label shall be displayed that addresses the hazard of tipping or rocking the machine. The vending machine will be moved only by the vending machine owner at the request of the facility manager. Field Days will not include the cleaning behind and under vending machines unless the movement of the machine is accomplished by the vending machine owner. The unit safety representative shall routinely review the vending machines to ensure proper anchoring and warning signs are present.

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DEFINITIONS and TERMS

- a. **High-risk Activity** is an activity that requires specific training in order to successfully take part. Examples include: scuba diving, parachuting/sky diving, white water rafting, etc. For purposes of this Order, a high-risk activity would require a specific risk management review and strict supervision of any controls. Commanders have the discretion to determine if any proposed high-risk activity may take place. This determination is more easily made when the local safety office is involved in the risk management review process. Reference (i), paragraph 5003 provides more in depth guidance regarding activities/sports classified as high risk.
- b. **Training for patrons** is defined as on-the-job or situational safety training required to allow the patron to operate machinery or take part in an activity that has an inherent risk. Examples include the use of various wood working machinery, use of spray painting boots or the participation in a contact sport.
- c. **Risk Management** is the process of identifying hazards, assessing the level of risk that are present due to the hazard, making risk decisions and implementing controls to lower the risk to an acceptable level. The benefits of the activity must outweigh the cost of the risk.
- d. **High Risk Instructor/Activity** may be a private contractor, an outside entity, military or MCCA personnel, or the MCCA sponsored personnel. Commanders who have concern regarding these types of activities may require that their personnel provide, prior to approval of the activity, proof of insurance (liability of at least \$1Million) and what type of training or level of certification the instructors possess and/or any other safeguard the activity provides for the safety of the patron. For activities that are not specifically named by reference (i), the commander, the installation safety office and MCCA personnel shall determine if an activity is deemed "high risk."
- e. **Unit Activity** is any type of activity provided by the unit for the Marine that takes place during off-duty hours. Frequently an organizational or field day will take place during duty hours, thus it is technically an on-duty event although the activities that take place during the day may be recreational in nature. For these types of activities, the commander shall have a set policy to his subordinates regarding how alcohol, driving

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and mishap prevention will be handled. This guidance will be placed within the local off-duty and recreation safety order.

f. Documentation of Safety Awareness can be a notation in the daily log that Patron XXX received an orientation to the wood working shop, Patron YYY received specific training in the operation of the table saw, Patron ZZZ received specific training in the use of the hydraulic lift. Other methods exist for the recording of this training. The purpose is to provide a new manager of an activity the ability to review the training previously provided and to whom. Fitness trainers in gyms could annotate the sign-in sheets with note that nautilus training had been given, etc.

g. Off-Duty and Recreational Safety includes those activities that take place outside the duty day but do not involve an on-road vehicle. The distinction is that a dirt bike either motorized or not, may be operated on a road, thus it would be classified under the traffic safety rules of MCO 5100.19E. That same dirt bike operated off-road becomes a recreational activity. Both would take place in the off-duty hours. A four-wheel drive vehicle operated off-road is recreational, on road is traffic. This arena also includes all activities that take place outside the duty hours, e.g., eating, sleeping, washing dishes, working on lawn, car, etc.

h. Incident Logs are maintained on a daily basis as needed to record the events that occur that impact the operation of off-duty and recreational activities, programs and facilities. These may include any item that the activity, program or facility manager feels to be noteworthy but should include at a minimum any injuries either to personnel or patrons, any mishaps involving USMC property, work order items identified and date work order submitted, and repairs that are conducted in house. This will aid in change over of on duty manager as well as provide a record of actions conducted. These incidents may be maintained in a log containing chronological dates from several years if space for entry allows. For example, a marina may repair a sailboat during Monday through Friday, the weekend manager may not be aware without a notation in this incident log. A torn carpet in a library may have resulted in a patron being injured from a fall after tripping on the tear. The date the injury occurred, where, and what action the manager did to correct to problem should be annotated in the book. If MCCS policy requires a detailed report, the annotation in the book

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could be report xxx filed on date. There would be no need to rewrite all the same information. The dryer within a gym may not be functioning correctly. Information regarding this would be of assistance to the next employee who would need to use the dryer.

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SAMPLE FOR LOCAL WRITTEN PROGRAM

Subj: COMMAND OFF-DUTY AND RECREATION SAFETY PROGRAM

- Ref : (a) List the Installation Safety Program Order
(b) MCO 5100.29 (NOTE: MCO writing guidance does not list the title of the document, it is placed here for clarification at local level), Marine Corps Safety Program
(c) MCO P5100.8F, Occupational Safety and Health Program
(d) MCO 5100.30A, Marine Corps Off-Duty and Recreation Safety Program
(e) MCO P5102.1A, Marine Corps Mishap Investigation and Reporting Manual
(f) MCO 5100.19E, Marine Corps Traffic Safety Program
(g) MCO P1000.10, Marine Corps Substance Abuse Program
(h) MCO P5090.2A, Environmental Compliance and Protection Manual
(i) NAVMED P-5010-4, Manual of Naval Preventive Medicine, Chapter 4, Swimming Pool and Bathing Places
(j) MCO P1700.27A, Marine Corps Community Services Policy Manual
(k) MCO P1700.29, Marine Corps Semper Fit Program
(l) MCO P1710.30D, Marine Corps Children, Youth and Teen Programs
(m) Consumer Product Safety Commission, Handbook for Public Playground Safety
(n) MCO 6200.1D, Marine Corps Heat Casualties Prevention Program
(o) Memorandum, DoD Physical Fitness Center Standards, (NOTAL)
(p) MCO 3500.27A, Operational Risk Management (ORM)

(The above references may or may not apply. Add other references as appropriate. Anything written in Italics in this sample order may or may not apply. The local command must determine.)

- Encl: (1) Definition of Terms
(2) Off-Duty Operational Risk Management Applications Guidance
(3) Local Policy Guidance

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1. Situation. This Order promulgates the policy and establishes procedures to eliminate or minimize the probability of mishaps occurring during an off-duty and/or recreation safety program. It covers the prevention of mishaps during various off-duty and recreational activities by Marine Corps personnel. In addition this Order and references (a) through (p) provide guidance for safety oversight of Marine Corps Community Services (MCCS) Programs.

2. Cancellation. (Any previous off-duty order) or omit.

3. Mission. Commanders at all levels are responsible for the planning and execution of command sponsored and Marine Corps Community Services (MCCS) sponsored off-duty and recreational programs and activities that incorporate risk management to lower the risk presented by off-duty and recreational opportunities, per reference (p).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is applicable to all base, station, installation commands, or commands within the (wing, group or division) responsible for the oversight, administration, or conduct of off-duty and recreational activities and facilities. It is also applicable to children, youth and teen programs (if present.) It shall meet the requirements of references (a) through (p) as applicable. In addition, safety training, the need for standard operating procedures (SOPs), and mishap reporting and investigation requirements for all mishaps shall be in accordance with references (c) and (e) and the guidance provided in reference (a).

(b) Commanders/Officers in Charge (OIC) will implement this Order including the requirements of references (a) through (p) as applicable.

(c) All Marines will be encouraged through aggressive command programs to use risk management for all off-duty activities.

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(d) Enclosure (1) provides definitions of terms used in this Order. (Enclosure (2) to MCO 5100.30A may be used as an example. Make necessary changes.)

(2) Concept of Operations

(a) Inspect and evaluate all activities and facilities to provide the greatest degree of inherent safety within the facility and the lowest degree of risk during the operation of the program.

(b) Assess the hazards and risks presented by the activity or facility, determine controls and implement controls.

(c) Ensure safety requirements are embedded in the operating procedures, and training includes the controls to minimize mishaps or to halt the activity or operation when unsafe conditions exist.

(d) Provide training to personnel that is conducted in accordance with an approved curricula. Include basic safety training for the activity or evolution to be conducted and specific safety training for use of a tool or for an evolution presenting specific hazards.

b. Subordinate Element Missions

(1) Base, Station, Installation or Commands Within the Wing, Group or Division Safety Officer(s)

(a) Administer the requirements and ensure the accuracy, modification and distribution of this Order. Comparable local forms and procedures may be adopted in lieu of the forms and procedures provided in the local Order. (Include for base, station or installation orders, the duties and responsibilities of the Subordinate Element Missions from reference (d) as applicable.)

(b) Local Policy Enclosure (3) provides the Base, Station, Installation or Commands Within the Wing, Group or Division specific policy. (Address only those that apply to this command. The local commander shall review the policies and give additional guidance if appropriate.

(2) Base, Station, Installation or Commands Within the Wing, Group or Division Personal Family Readiness Division (MR)

(a) Shall ensure that the requirements of the references applicable to the MCCS programs are met.

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(b) Shall be consulted for MCCS-related safety matters.

(3) Commanders/Officers in Charge

(a) Shall ensure an off-duty and recreation safety policy has been established that incorporates all activities and units under their control.

(b) Shall ensure that this Order covers all Base, Station, Installation or Commands Within the Wing, Group or Division activities, including nonappropriated fund activities and operations that are under the sponsorship of the unit special services officer or the Base, Station, Installation MCCS Director for the purposes of morale, welfare and recreation. It shall also cover activities that are involved in the acquisition, operation, sponsorship or maintenance of recreational facilities, activities, and programs, for the design, maintenance, or control of these.

(c) Shall ensure that Base, Station, Installation or Commands Within the Wing, Group or Division Operational Risk Management (ORM) training includes an applications portion addressing off-duty activities. Enclosure (2) provides guidance. (Enclosure (4) to MCO 5100.30A may be used as an example. Make necessary changes.)

(d) Shall ensure that playgrounds aboard the installation receive an annual safety inspection that meets the minimum requirements of reference (1). (Include only if playgrounds are under the control of the Base, Station, Installation or Commands Within the Wing, Group or Division.)

c. Coordinating Instructions

(1) Comply with the intent of this Order and its enclosures and the content of reference (d).

(2) Ensure that the Off-duty Safety Program reflects command presence and leadership initiatives.

(3) Provide adequate staff and budget to administer this program.

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(4) Off-duty application of Operational Risk Management should be given at least once annually to every Marine. Reference (p) and enclosure (2) provide guidance.

(5) If required, personnel shall complete a proficiency evaluation prior to participation. For example, rental and use of a MCCA boat requires proof of a safe boating course. (Develop local guidance and add as an enclosure if appropriate.)

(6) High-risk activities, as outlined in reference (j) paragraph 5003, shall require the development of an SOP that addresses the high-risk and controls to be implemented for that activity.

(7) The installation MCCA Director will be consulted when addressing MCCA-related safety matters. The MR Director for the command shall ensure programs are operated as safely as possible. The policy, procedures and guidance for each operation shall meet the requirements of this Order, references (a) through (p), command requirements, and shall conform with state and local laws. (Include if program present is under the control of the proponent of this Order.)

(8) Children, Youth and Teen Programs (MRY) provide a wide variety of support to the Marine family. This Order and the references and enclosures shall apply as applicable. (Include if program present is under the control of the proponent of this Order.)

(9) Submit all recommendations concerning this Order to Base, Station, Installation or Commands Within the Wing, Group or Division Safety Office via the appropriate chain of command.

(10) Records will be maintained and retained in accordance with references (b) and (c).

5. Administration and Logistics

a. Collateral Duty Safety Personnel (if assigned)

(1) The unit safety program shall be administered by the collateral duty safety designee. The unit commander will ensure that adequate staff and budget is provided to conduct this program.

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(2) This safety program shall met the requirements of enclosure (1).

b. Base, Station, Installation Division Director, Personal and Family Readiness Division (MR). The Director, MR is the Program Sponsor for MCCS, which represents the primary organization responsible for providing off-duty and recreation activities, programs and facilities. Children, Youth, and Teen Programs are also a part of MCCS. As such, the Base, Station, Installation Director (MR) will promulgate policy associated with the safe operation of MCCS. (Include only as applicable.)

6. Command and Signal

a. Signal. This Order is effective the date signed. Prior to implementation of this policy, activities must, where applicable, discharge their labor relation's obligations. Assistance and guidance may be obtained from CMC (MPO-37).

b. Command. This Order is applicable to the Base, Station, Installation or Commands Within the Wing, Group or Division.

Signature Block

Enclosure (3)

Children, Youth and Teen Program Inspection Checklist

SAFETY STANDARDS

| | DEGREE OF COMPLIANCE | | | |
|--|-----------------------|--------------------------|----------------------|----------------------|
| | Full Compliance FC | Partial Compliance PC | Non Compliance NC | Not Applicable NA |
| <p>A.1 Administrative training requirements are met; fire, workplace safety, emergency procedures, and appropriate safety modules.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation is present. <input type="checkbox"/> Safety SOP is present, current and has been reviewed and approved by the installation safety office. <input type="checkbox"/> A safety representative and a back up have been assigned. The installation safety office has approved training. (MCO P5100.8F Chapter 5) | | | | |
| <p>A.2. Inspections are conducted and documentation is present for required monthly inspections, fire, preventive medicine, safety, health, and sanitation. An annual safety comprehensive and multi-disciplinary inspection have been conducted and documentation is present. An annual facility engineer review has been accomplished.</p> <ul style="list-style-type: none"> <input type="checkbox"/> General safety inspections are conducted monthly by a MRY safety trained program safety representative for all facility based Children, Youth and Teen Programs. <input type="checkbox"/> A daily safety review is conducted of the facility, grounds and equipment. Deficiencies are corrected and records maintained. Items identified as requiring installation safety office (ISO) review will be annotated w/date ISO notified. <input type="checkbox"/> FCC homes receive an initial or annual safety inspection conducted by the installation safety office or as designated by the commander. <input type="checkbox"/> A copy of the inspection reports, including any deficiencies/corrective action, is maintained and available for review. <input type="checkbox"/> Anthropometrical (body size) differences between adults and children have been considered, e.g., portable fans w/guards to prevent entrance of smaller fingers and at heights inaccessible to children, or, sidewalk cracks evaluated for toddler trip hazard. <input type="checkbox"/> Water temperatures in child occupied spaces should not exceed 120 degrees. (MCO P1710.30D, paragraph 2003, MCO P5100.8F, Chapter 7, Nat'l Health Performanc Std FA 171) | | | | |
| <p>A.3. Fire controls are part of the OSH inspection. Each is reviewed during the OSH inspection to ensure safe status.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire evacuation plans are prepared and approved by the fire officials and posted. <input type="checkbox"/> Fire drills are conducted monthly, at different times of the day. Room capacities are posted. A daily check-in log is present and used during fire drills. <input type="checkbox"/> Exit signs, emergency illumination, and alarms are in working condition. A review was conducted during a fire drill. <input type="checkbox"/> Smoking is prohibited. Smoke detectors are installed on each level of the living unit and near FCC children sleep areas. <input type="checkbox"/> Fire extinguishers are present, in good condition and personnel have received operational training. <input type="checkbox"/> Exits are appropriate for type of evacuation, evacuation cribs fit through doors and are easy to use. Panic hardware is in good condition. No exit is blocked or locked. Floors leading to exits are in good condition. (MCO P5100.8F Chap 7) | | | | |

Children, Youth and Teen Program Inspection Checklist

| | | | | | |
|--|--|--|--|--|--|
| <p>A.4. Chemicals and potential hazards are inaccessible to children/youth and evaluated as appropriate.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chemicals are stored in original containers, locked, and located outside the children/youth activity space. <input type="checkbox"/> Cleaning supplies are not located with food items. <input type="checkbox"/> Material Safety Data Sheets (MSDS) are on file and available upon request. <input type="checkbox"/> Bleach solution used for sanitation is prepared daily in accordance with approved formula. <input type="checkbox"/> Bleach solution is labeled, dated, and stored within the child activity space in a space inaccessible to the children. <input type="checkbox"/> Radiators, pipes, electrical or heat generating appliances are inaccessible to children. <input type="checkbox"/> Personal items of the employees present no hazards to the facility and are inaccessible to children. <input type="checkbox"/> Plants must be safe, non-toxic with no poisonous berries or leaves. <input type="checkbox"/> Animals must have received approval from the local health officials. <input type="checkbox"/> Mirrors shall be unbreakable and window glass shall be tempered in child occupied spaces. (MCO 1710.30D, 5006, 16 CFR 1201 and NFPA 80) | | | | | |
| <p>A.5. Indoor and outdoor equipment is maintained in good working order.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment must be free of protrusions, pinch points and sharp edges. <input type="checkbox"/> Products identified as unsafe by the Consumer Product Safety Commission (CPSC) are not allowed (e.g. infant walkers, toy boxes/chest, animal shaped swings and trampolines) <input type="checkbox"/> Any broken or damaged equipment is repaired or removed immediately. <input type="checkbox"/> Playground inspections are conducted of each piece of equipment, e.g. slides, swings, climbing structures, spring rocking equipment, see saws. <input type="checkbox"/> The Consumer Product Safety Commission (CPSC) provides guidance for the inspection of indoor and outdoor playground type equipment. This equipment should be free of entrapment hazards. Adequate impact resilient material is present, maintained and tested during the comprehensive and multi-disciplinary inspections for adequate fall protection. <input type="checkbox"/> Individual toys and activities should be reviewed to ensure parts and pieces meet CPSC guidance regarding size. (MCO 1710.30 D, 5002,5006) <input type="checkbox"/> Personal protective equipment as required is provided, e.g., bike helmet or softball mitt or glove. <input type="checkbox"/> Specific inspections are conducted of the fences and gates, of the benches and tables and of the vegetation present, e.g., bushes and trees. <input type="checkbox"/> CDC shall have 5 foot high fencing IAW MCO P1710.30D. | | | | | |

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Children, Youth and Teen Program Inspection Checklist

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| A.6 The following areas are included within the daily, monthly and annual safety inspection as appropriate: Kitchen/Laundry, Storage Areas (inside and out), Office/Administration Areas, and Isolation/Sick Child Area. | | | | | | | | | | |
| <input type="checkbox"/> Floor surfaces in good condition, dry and free of cracks or other tripping hazards. Exits are maintained and panic hardware is in good condition. | | | | | | | | | | |
| <input type="checkbox"/> Ground fault circuit interrupters and all electrical outlets and appliances are in good condition. | | | | | | | | | | |
| <input type="checkbox"/> Good housekeeping and storage is present. Combustibles have been stored away from heat sources and are not present in excessive amounts. All storage is adequate and meets OSH requirements. | | | | | | | | | | |
| <input type="checkbox"/> Dishwasher wiring and any other wiring in damp locations is adequate, damp proof and in good condition. | | | | | | | | | | |
| <input type="checkbox"/> Carts used to move materials are in good condition. | | | | | | | | | | |
| <input type="checkbox"/> Furniture present is stable and not subject to tip over. | | | | | | | | | | |
| (MCO P5100.8F) | | | | | | | | | | |

References:

- a. Caring for Our Children, National Health and Safety Performance Standards, Guideline: Contact your local Children, Youth and Teen Programs Coordinator.
- b. Consumer Product Safety Commission references available for download from <http://www.cpsc.gov>.

Suggested as enclosure (3) to sample local written program:

Local Policy Guidance

(Address those that apply to this command. Provide additional requirements of the command. If no other guidance is required beyond what is listed below, you could state that local policies will reflect the guidance of references (b) - (p) as applicable).

The local commander shall review the policies and give additional guidance if appropriate.

- (1) Safety Councils. IAW references (c) and (d).
- (2) Hazardous Chemicals. IAW references (c) and (h).
- (3) Workplace Safety and Health Training. IAW references (c) and (d).
- (4) High Risk Activities. IAW references (d) and (j).
- (5) Bloodborne Pathogens (BBP). IAW references (c) and (d).
- (6) Documentation of Training. IAW references (c) and (d).
- (7) Hazard Reports. IAW reference (c).
- (8) Jogging and Physical PT. IAW reference (d), (f), and (n).
- (9) Bicycle Safety. IAW reference (d) and (f). In addition, helmets must meet the new federal standard set by CPSC.
- (10) Skates, Skateboards and Scooters. IAW reference (d) and (f).
- (11) Baseball, Softball and Teeball. IAW Reference (d).
- (12) WaterCraft and Personal Watercraft (PWC). IAW reference (d).
- (13) Water sports and Swimming. IAW reference (d).
- (14) Saunas. IAW with reference (d).
- (15) Snowmobiles. IAW reference (d).
- (16) Off Road Use of Motorized Cycles and All Terrain Vehicles. IAW reference (d) and (f).
- (17) All Other Sports/Activities. Unit or installation policy shall be developed in cooperation with MCCC. Unit Parties or activities shall be addressed. The written policy shall be reviewed by the installation safety office.
- (18) Use of Alcohol. IAW reference (g).
- (19) Age and/or Health Restrictions. IAW references (d) (k) and (l).

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(20) Requirements for Participation. Requirements shall be developed for every command-sponsored activity, by the command level directly responsible for the activity. Policy shall reflect guidance from CMC (SD) and/or (MR). Guidelines by national associations and organizations concerning the activity or sport may be used.

(21) Personal Protective Equipment (PPE). IAW references (c) (d) and (k).

(22) Playing Fields and Bleachers. IAW reference (d).

(23) Standard Operating Procedures (SOP). IAW reference (d).

(24) Safety Briefs. Shall be provided and shall include Operational Risk Management (ORM) for off-duty and recreational activities. References (d) and (p) provide guidance.

(25) Playground Inspection. IAW reference (d).

(26) Gyms, Fitness Center and Work Out Facilities. IAW references (d) (k) and (o).

(27) Vending Machine Anchoring and Warning Signs. IAW reference (c) and MCCS policy all vending machines in excess of 700 pounds empty and canned drink vending machines (regardless of weight) shall be anchored either to the floor or wall to ensure the machine will not tip over due to misuse or abuse. A warning label shall be displayed that addresses the hazard of tipping or rocking the machine. The vending machine will be moved only by the vending machine owner at the request of the facility manager. Field Days will not include the cleaning behind and under vending machines unless the movement of the machine is accomplished by the vending machine owner. The unit safety representative shall routinely review the vending machines to ensure proper anchoring and warning signs are present.

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OFF-DUTY OPERATIONAL RISK MANAGEMENT APPLICATIONS GUIDANCE

Operational Risk Management (ORM) is a tool used to manage the inherent risks present within military operations. The same principles can and should be used for all off duty activities. This process has been described as "common sense". Unfortunately, common sense is not an inherent skill. It must be learned, hopefully, before experience teaches us the hard way.

These are the parts of the tool:

1. **Identify hazards** - Ask "what if"; Brainstorm
2. **Assess hazards** - Assign a Risk Assessment Code (RAC) based on probability and severity
3. **Make risk decisions** - Address the highest RACs first; Identify control options to lower the level of risk
4. **Implement controls** - Standard Operating Procedure; Verbal Briefing; Use of Personal Protective Equipment (PPE)
5. **Supervise** - Watch for Changes; Spot checks

Scenario #1: Water skiing

1. **Identify hazards.** What can go wrong?

- Inexperienced boat operator and skier
- Non-swimmer onboard
- Weather/Sea state
- Unfamiliar with the area
- Mechanical problems

2. **Assess hazards.** What's the probability and severity?

- Run over swimmer; Steer skier into an object; Collide with another boat
- Non-swimmer could fall overboard and drown
- Struck by lightning/capsized
- You could get lost
- Engine trouble/run out of gas.

Enclosure (4)

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3. Make risk decisions. Identify controls to lower the risk.

- Take a boating class; Learn the rules of the road; Assign a lookout/spotter; Stay clear of swimming areas
- Provide a Personal Flotation Device (PFD) for all passengers and ensure non-swimmers wear a PFD at all times
- Check the local weather forecast; Take a radio for weather updates; Remain alert for changes in the weather
- File a float plan
- Take a tool box for repairs; Fill gas tank/extra tank

*** Do not allow anyone to drink alcoholic beverages until after the activity is over.**

4. Implement controls.

- Inspect the boat and equipment (ropes, skis, tools, etc) before departure; Check the load capacity and never exceed
- Ensure non-swimmers wear a PFD
- Check the weather forecast before departure
- Leave a float plan with family/friends/dock master
- Brief passengers on safety - what to do if someone falls overboard, hand signals, no alcohol, etc

5. Supervise. Watch for changes.

- Keep a close eye on the skier, passengers and surroundings. Ensure PFDs are worn; Rotate the lookout/spotter position; Don't allow horseplay; Watch for changes in the weather; No alcohol; Enforce the "rules"

This example does not include all the hazards associated with water skiing. The idea is to get you thinking.

Enclosure (4)

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Scenario #2: Organizational Day - food, softball game and swimming

1. **Identify hazards.** What can go wrong?

- Alcohol
- Food Poisoning
- Bar-B-Q grill
- Poor physical condition
- Non-Swimmers
- Weather

2. **Assess hazards.** What's the probability and severity?

- Intoxication/Alcohol Poisoning; Increase chance of injury; Car crash on the way home
- Illness; Food poisoning
- Burns; Fire; Under cooked food
- Sports injuries; Heart attack; Heat illness
- Drowning
- Struck by lightning; Heat illness

3. **Make risk decisions.** Identify controls to lower the risk.

- Limit the number of drinks served per person; Serve food and non-alcoholic drinks; Screen participants before play; Provide a ride home
- Ensure proper refrigeration and heating of food; Set specific time period to serve food; Cater the event
- Use approved lighter fluid; Utensils for turning food; Limit number of helpers; Fire extinguisher; Thoroughly cook food
- Provide PPE for softball game; Assign a referee to maintain control; Institute a no slide rule to cut down on leg injuries; Inspect the field for debris; Move bleachers behind fence; Provide plenty of drinking water
- Identify non-swimmers and require mandatory use of PFDs; Ensure a lifeguard is present; Swim in designated area

Enclosure (4)

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- Check the local forecast; Remain alert for changes in the weather

4. Implement controls.

- Use wrist band, stamp or other means to keep track of number of drinks served per person; Keep non-alcoholic beverages and non-perishable food available; Provide an alternate ride home (taxi, shuttle van, buddy, etc)
- Provide ice and coolers to maintain food at proper temperature; Serve food during the set time; Call a caterer
- Use approved charcoal lighter fluid (never use gasoline); Ensure utensils, with long handles, are used; Assign limited number of cooks; Access to fire extinguisher
- Furnish PPE (contact MCCA for requirements); Designate a person or persons to referee; Institute a no slide rule; Visually inspect the field before the game and check for debris or uneven areas (rocks, glass, holes, etc); Move portable bleachers behind fence to protect spectators; Establish procedures for rendering first aid and summoning medical help (who has a cell phone and exactly who will call 911); Screen participants prior to play for physical condition and alcohol
- Provide and ensure mandatory use of PFDs by non-swimmers; No swimming until lifeguard is on duty; Stay within designated swimming area
- Remain alert for changes in the weather; Discontinue swimming and other activities if weather changes (thunderstorms, lightning); Have a contingency plan - plan "B"

5. Supervise. Watch for changes.

- Provide an operational and safety brief, for all personnel, at the beginning of the day. Discuss associated hazards, risks and controls involved with each activity. Make it clear that controls will be adhered to at all times.
- Spot checks - Ensure required PPE/PFD is worn; Stop horseplay; Watch for sliding on the ball field; Check the ice in the coolers - has it melted?
- Discontinue activities if weather deteriorates (lightning, wind, rain, hail)

Enclosure (4)

This does not cover all the hazards and risks, but it gives an idea of how to use ORM for this activity.

For assistance in off-duty activities that may be used for ORM applications, review the information provided on the HQMC Safety Division website at www.hqmc.usmc.mil/safety.nsf and on the Naval Safety Center website at www.safetycenter.navy.mil.

Enclosure (4)